

**Tempe Fire Department Policies and Procedures**  
**Tuition and Book Reimbursement**  
**104.09**  
**Rev 5-16-02**

**PURPOSE**

Both the City and the Department encourage members to pursue educational opportunities. In this regard, the City will reimburse employees for expenses incurred while attending approved courses. The following information is provided to inform employees on policies regarding educational expenses.

**GUIDELINES**

Employees will be reimbursed tuition, books, and special fees for educational areas of endeavor; courses deemed job related and elective courses required for a degree, courses that prepare a member for another line of work within the City, or courses required to meet the minimum educational requirements of the job, and ALL graduate courses.

- Route the completed Tuition and Book Reimbursement Form to the Fire Chief for approval.
- The Fire Chief's Executive Assistant will then route the pre approved form to the Tempe Learning Center for final approval.
- When Tempe Learning Center (TLC) returns the approved Tuition and Book Reimbursement Form to the employee (or otherwise informs the employee of course approval), he/she may then enroll in the course.

**POLICY**

The City of Tempe Tuition and Book Reimbursement Policy, provides all of the program management and procedure information.

Included in the policy is information on eligibility, maximum annual reimbursement, covered expenses, tax implications, additional requirements and how to apply for tuition and book reimbursement.

The policy is available on line through the intranet by accessing Human Resources, then Training under Employment where the tuition reimbursement policy and form can be found.